



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

OUR MISSION

Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians.

Mobilehome Registration Supervisor II

Riverside District Office

\$3,257-\$3,917

Permanent Full Time Position

Will consider a Training & Development Assignment (T&D)

Final Filing Date: December 12, 2002 or Until filled**DUTIES:**

Under the direction of the Mobilehome Registration Supervisor III, District Office Operations Officer who is located in Sacramento, the incumbent will function as the Office Manager and supervise seven program technicians who process applications and documents, collect fees, answer phone calls, and handle walk-in customers at the public counter. The incumbent will be fully responsible for understanding mobilehome titling and registration laws, rules and regulations; understanding and using accepted office management techniques; understanding and using acceptable methods of handling and accounting for money; and supervising effectively. The incumbent will plan, organize and direct the work of staff; analyze situations accurately and take effective action; train staff; work with the MRS III in solving problems and suggesting workable solutions; maintain friendly relations with the public and industry; and read and write at a level appropriate to this classification.

**DESIRABLE
QUALIFICATIONS:**

The incumbent must have demonstrated the ability to manage, motivate, and direct employees in a small district office environment so that the public and mobilehome industry of a large surrounding area is fully served; be familiar with modern office machinery and management techniques; be able to train technicians and industry personnel, if needed, in registration/titling procedures.

The person chosen must enjoy public contact, be self-motivated, and well organized.

LOCATION:

Department of Housing and Community Development
3737 Main Street Suite 400
Riverside Ca 95201-2435

WHO MAY APPLY:

Persons currently at the Mobilehome Registration Supervisor II level or who are eligible for appointment or transfer to this classification. If you are not currently in this classification, please provide evidence of your eligibility for this classification with your application.

Appointment is subject to SROA, State surplus policies and the hiring freeze exemption process.

Applications will be screened and only the most qualified applicants will be interviewed.

**SUBMIT RESUME &
APPLICATION TO:**

Ruth Dominique, Mobilehome Registration Supervisor III
Department of Housing and Community Development
PO Box 2111
Sacramento CA 95812-2111
(916) 323-9252

An Equal Opportunity employer, a drug-free and safe work place.

California Relay (telephone) Services for the Deaf or Hearing-Impaired
From TDD phones: 1-800-735-2929 From voice phones: 1-800-735-2922